

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF INDIANA**

**Policy for Use of Videoconferencing Equipment by Attorneys
as of May, 2004**

The Northern District of Indiana currently has videoconferencing sites in the Fort Wayne, Hammond and South Bend divisions.

Hammond has Tanberg 5000 video conferencing equipment. Fort Wayne and South Bend courtrooms are outfitted with Polycom 512MP video conference equipment. Each unit operates on 4 ISDN lines with an ultimate speed of 512 kbps when connecting to a call and is ITU-T standards compliant.

Videoconferencing was first introduced to our district to conduct prisoner proceedings. The use of this technology is now available to private counsel, including court appointed attorneys, in court related matters in the Northern District of Indiana, according to the following established guidelines.

Availability of Equipment - Counsel will be able to use our equipment for case related proceedings only upon the approval of the presiding Judge or Clerk of the Court.

Scheduling - Upon the approval of the presiding Judge of the case or the Clerk of Court, the presiding Judge's case management deputy clerk will make the necessary arrangements with counsel. It will be the responsibility of the case management deputy clerk to make sure the equipment is available for the date requested and schedule on the videoconferencing log. The case management deputy clerk will notify counsel as soon as possible if the equipment will not be available on the date scheduled. The priorities are:

- trial or court related matter
- administrative use by court agency
- use by counsel in Northern District of Indiana case
- use by State Court Judges and counsel with cases in State Court

Set up of Proceedings - The case management deputy clerk will be the liaison between the court and counsel for the use of the equipment. Besides, scheduling the proceeding, the case management clerk will be available to counsel to assist and answer questions regarding the use of the equipment before, during and after the proceeding.

Counsel will be asked to make arrangements for direct payment to the phone company for telephone costs incurred using our equipment. This can easily be done by credit card. On the day of the proceeding, the case management deputy will have counsel complete the log-in sheet (Attachment 1) and sign the billing statement (Attachment 2) to insure proper billing of parties and accurate information for our records.

VIDEO CONFERENCING LOG

DATE	PARTY RESPONSIBLE FOR CHARGES	ADDRESS / PHONE NUMBER	PARTY CALLED PHONE NUMBER	CASE NUMBER	START/STOP TIME	CLERK'S INITIALS

VIDEO CONFERENCING FINANCIAL RESPONSIBILITY SHEET**Responsible Party Information:**

Name: _____

Address: _____

Phone No: () _____

Case Name: _____ vs _____

Cause # _____

Party Contacted:

Name: _____

Address: _____

Phone No: () _____

TYPE OF PROCEEDING	TIME / CLERK'S INITIALS		
	Start	Stop	Intials
Motions Hearings			
Pre-Trial Conferences			
Witness			
Parole/Supervised Release			
Depositions			
28 U.S.C. 2255			
28 U.S.C. 2254			
Other:			

I, the undersigned, hereby accept responsibility for all charges incurred during the use/operation of the United States District Court's Video Conferencing technology.

Signature

Date

Attachment 2